



880531-01

(Over)

X	a. Is this the official copy of the series? If not, where is it?	See Attachment
X	b. Does the series contain confidential information requiring security handling?	If yes, cite law or regulation. See Attachment
X	c. Is this a vital record?	
X	d. Does this series have historical or long term research value?	
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?	
X	f. Is the information contained in this series ever published?	If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?	If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency?	If yes, where? See Attachment
X	i. Is this series (or a major portion of it) regularly microfilmed?	
X	j. Does the record series result in a computer printout?	Records are computer printouts.

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>*7</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>*7</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*The Federal Retention requirement is satisfied by the copy of the records on the computer-maintained data base at the Migrant Student Record Transfer System Office in Little Rock, Arkansas. Audit and Federal retention requirements are from the same source. The seven year retention dates from record creation (or six years after annual cut-off.)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other *School Year then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

*School Year(August 15, Yr. thru August 14 of the following year)

****NOTE:** This schedule supercedes the instructions provided for Migrant Student Education Records in Schedule 84-89-A and provides for the earlier destruction of prior accumulation of these records presently in storage at the State Records Center.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Eddleman</i>	5-26-88	<i>Yickie Baker</i>	5/29/88
880531-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Edward Weldon</i>	6/22/88
		Secretary of State/Designee	Date
		<i>Edward Weldon</i>	6/21/88
		Attorney General/Designee	Date
		<i>Samuel B. Rogers</i>	6/30/88